

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and data. This may involve research, consultation with experts, or collecting data from various sources.

3. The third step is to analyze the information and data collected. This involves identifying patterns, trends, and relationships that can help in understanding the problem.

4. The fourth step is to develop a solution or plan. This involves brainstorming ideas, evaluating options, and selecting the most appropriate approach.

5. The fifth step is to implement the solution or plan. This involves putting the chosen approach into action and monitoring progress.

6. The sixth step is to evaluate the results and make adjustments if necessary. This involves comparing the actual outcomes with the expected results and identifying areas for improvement.

7. The seventh step is to document the process and results. This involves creating a record of the steps taken, the data collected, and the conclusions reached.

8. The eighth step is to communicate the findings and recommendations. This involves sharing the results with the relevant stakeholders and providing advice on how to proceed.

9. The ninth step is to review the process and make improvements for future tasks. This involves reflecting on the experience and identifying lessons learned.

10. The tenth step is to conclude the task and ensure that all requirements have been met. This involves finalizing the report and ensuring that all necessary actions have been taken.

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Class	Subclass	Date	Examiner

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